



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



September 2015

STARTING THE SCHOOL BREAKFAST PROGRAM

If your school/district already participates in the U.S. Department of Agriculture (USDA) National School Lunch Program (NSLP), you can easily start the School Breakfast Program (SBP) by submitting **three documents** to the Connecticut State Department of Education (CSDE). These include a letter from the superintendent/administrator, collection procedures and a sample menu.

1. The **SUPERINTENDENT LETTER** must include the following information:
 - the schools that will be participating in the SBP with enrollments and addresses;
 - the prices that will be charged for reduced and full-paying students;
 - the location where breakfast will be served, e.g., “Grab and Go,” in the classroom or in the cafeteria; and
 - the anticipated start date of the SBP.
2. **COLLECTION PROCEDURES** are detailed written meal count and collection procedures. These may vary by site and may be different for breakfast and lunch. These procedures must address:
 - whether you use a ticket, roster, computerized or other system;
 - how you keep track of the number of reimbursable meals served each day;
 - procedures to handle second meals served; and
 - a description of the point where the meal is counted for reimbursement.

For more information, see the CSDE’s handout, [Collection Procedures Description](#).

3. The **SAMPLE MENU** submitted for approval must follow the current USDA [SBP meal pattern](#). It must identify the specific portions for all planned foods so that the CSDE can evaluate the menu for compliance with the meal pattern.

Copy Jackie Schipke and Avis Kelly on the letter from the superintendent/administrator and mail the above documents to: Linda Hubeny, Child Nutrition Director, Bureau of Health/Nutrition, Family Services and Adult Education, Connecticut State Department of Education, 25 Industrial Park Road, Middletown, CT 06457.

The SBP can be started in one or more schools anytime during the school year. For SBP questions or technical assistance requests, please contact Jackie Schipke, MBA, RD, SNS, School Nutrition Consultant, at jackie.schipke@ct.gov or 860-807-2123.

This document is available at www.sde.ct.gov/sde/lib/sde/pdf/deps/nutrition/sbp/startsbp.pdf.

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